

**MINUTES OF DURHAM CITY NEIGHBOURHOOD PLANNING FORUM
ON WEDNESDAY 7 OCTOBER 2015**

Item No.	Discussion
Present	Roberta Blackman-Woods MP (RBW), Nick Rippin (NR), Johnathan Lovell (JL), Matthew Phillips (MP), Richard Fletcher (RF), Alan Doig (AD), David Hook (DH), Pippa Bell (PB), Adam Deathe (AD), Kirsty Thomas (KT), John Lowe (JL), Angela Tracy-Smith (ATC) Ann Evans (AE), Jonathan Elmer (JE), Mike Costello (MC), Karen Elliott (KE), Peter Jackson (PJ)
1. Apologies	Roger Cornwell, John Ashby, Chris Percival
2. Minutes of the previous meeting	Members present received copies of the previous minutes. The minutes were moved and seconded as a true record
3. Matters arising	No matters arising
4. New member Ratification.	Applications for membership were ratified by the NPF.
5. Officer Positions	<p>Discussions took place over the vacant officer positions, and the selection of a new chair and vice chair. The Forum agreed the following:</p> <p>Chair: Roger Cornwell (RC) Vice Chair: John Lowe (JL) Treasurer: Sue Childs (SC) Engagement Officer: Pippa Bell (PB)</p>
6. Progress Update	<p>A number of documents were made available for members at the meeting. These were listed on the agenda (attached).</p> <p>6.1 & 6.2 SC fed back on the analysis of public questionnaires, note takers feedback from the public meetings. The Forum discussed the need to turn qualitative responses into quantitative data. KE suggested that this exercise could be done as a Masters project by a University student.</p> <p>The Forum recorded thanks to SC and others for their work on this document, and to community associations for their help in gathering information.</p> <p>PB suggested contacting Northern Echo/ Durham Times to suggest an article on the success of the public meetings may be useful, rather than issuing a press release.</p>

ACTION: SC to complete analysis document, email to Forum members and upload to website.

PB to contact Mark Tallentire to suggest an article on the work of the NPF.

6.3 PB fed back to the Forum on the progress of the DCNPF Working Group. All members were provided with copies of Working Group minutes.

PB informed the Forum on progress in engaging with local schools, and future engagement with University Students. MC pointed out that University students also had copies of the questionnaire, with no response, so specific engagement will be needed. KE indicated that she may be able to assist with this.

KT gave feedback on the Heritage group notes. It was suggested that the Conservation Area Character Appraisal Document would be extremely useful for Heritage Topic Group. (see item 7)

ACTIONS: PB and KE to engage with Durham University Students

6.4 The economy topic was discussed by the Forum, as this is proving to be a huge topic, and further assistance is required by Forum members on this.

RBW highlighted the need to differentiate between a land use plan, and a business development plan. DCNPF concerned with the former. RBW working with group on business development in Durham and will feed back following discussion on business development within Durham.

The Infrastructure topic group still has no group leader. As this is such a large topic, and overlaps with almost all others, it was agreed that all topic groups would pick up infrastructure and feed back into the Working Group.

ACTION: RBW to feed back following discussions with business development group within Durham City.

Infrastructure topic still vacant. Agreed that all topic groups would cover infrastructure and feed into Working Group.

6.5 The forum discussed the need to draw down funding, especially for expert advice on policies for the plan, supporting evidence and preparation for the final plan document.

	<p>Discussions were had around the amount of officer time and support the Forum receives from Durham County Council, with topic group leaders suggesting that there is little support.</p> <p>ACTION: RBW to investigate funding from Locality. : RBW to investigate level of assistance available from DCC.</p>
<p>7. County Plan/ Planning Issues within NPF area</p>	<p>DCC are consulting on Interim Student Housing Policy; Article 4 Direction and Character Assessment of Conservation Area. The closing date for all of these consultations is 30 October 2015.</p> <p>It was agreed that the DCNPF should comment on these consultations. MC raised issue with Article 4 Direction consultation. The document states in paragraph d) and e) that further HMO development would not be resisted if area has a high concentration of HMOs already, and remaining dwellings would therefore be unappealing to families.</p> <p>It was agreed that this element of the policy effectively allows further HMO development in large areas within the city.</p> <p>NPF has been asked to comment on the Gates application from Palatinate (student newspaper).</p> <p>Questions were raised by members about the potential for a change in the growth targets by Durham university following the appointment of a new Vice Chancellor. RBW suggested that the plan should accommodate some growth of student numbers anyway</p> <p>ACTIONS: NPF to comment on Character Appraisal for Conservation Area. RBW to circulate her comments on Article 4 Direction/ Interim Student Policy before 30 October deadline for reference NPF to respond to consultations before 30 October deadline.</p>
<p>8. Date and time of Next meeting</p>	<p>The NPF Working Group will meet on Friday 9 October 2015 at 2pm, and again on Friday 16 October 2015. The date time and location of the next full Forum meeting is TBC.</p>
<p>9. AOB</p>	<p>None</p>